

Instructions to the Traveler

Program Title: Care Coordination & Telehealth Leadership Forum: Implementation and Outcomes

TRACE Project No.: 06.SLC.CCTH.CONF.A

Conference Adam's Mark Denver Hotel

Location: 1550 Court Place
Denver, CO 80202

Phone: (303) 893-3333

FAX: (303) 626-2543

Sign In Hours: Tuesday, June 6, 2006 from 12:00N – 1:00 p.m. (Pre-conference Intensive Workshops)

Tuesday, June 6, 2006 from 5:00 – 6:00 p.m. (Forum)

Wednesday, June 7, 2006 from 7:00 – 8:00 a.m.

Program Begins: Wednesday, June 7, 2006 at 8:00 a.m.

Program Ends: Friday, June 9, 2006 at 12:00 Noon

- Travel Information:**
1. Your travel clerk will need to prepare your travel authority (SF-3036)
 2. Obtain your travel authority (SF-3036) and advance of funds.
 3. Obtain a traveler's itinerary worksheet from your travel clerk.
 4. Please **do not** schedule your return flight home less than two hours following the conclusion of the program.

Because of stricter security measures, passengers are urged to arrive at the airport at least two (2) hours before their flight due to increased time it may take to get through airline ticketing and security.

Funding: You will be funded by your facility/VISN/CO program office to attend this forum.

Travel Clerk: Lunch will be provided on June 7-8, 2006, therefore \$13.00 each day should be deducted from individuals' travel voucher reimbursement.

Lodging: Rooms have been blocked at the Adam's Mark Denver Hotel to arrive on Tuesday, June 6th, and to depart on Friday, June 9, 2006. **It is imperative you call the hotel at 1-800-444-2326 no later than Wednesday, May 3, 2006**, to make and guarantee your reservation. (Reservations made after the cut-off date are **not guaranteed** the government rate.) When calling the hotel, please identify yourself as being with the Department of Veterans Affairs, "Care Coordination & Telehealth Leadership Forum." **Please note that you must**

cancel your reservation AT LEAST 72 HOURS prior to arrival or your credit card will be billed and you will be responsible for those charges.

Single room government rate is \$124.00 (Denver) plus 14.85% occupancy tax, per day. The M&IE rate is \$49.00 for meals and incidental expenses. (Under new Federal Travel Regulations, taxes paid on lodging have now been removed from the lodging rate and are reimbursable as a miscellaneous expense when you file your travel claim.)

The hotel check-in time is 3:00 p.m. and checkout time is 12:00 noon. You may choose to bring a sweater or jacket since the meeting rooms are cold at times.

Dress will be business casual.

Parking: Self-park is available at the hotel for a cost of \$15/day (unlimited access) and valet parking is available for \$22/day.

Ground Transportation: The Adam's Mark Denver Hotel is located 24 miles from the Denver International Airport. Super Shuttle (720-374-4164) is available for \$18/person, each way. Shuttles operate every half-hour. Taxi cabs and rental cars are also available. Taxi is approximately \$50/cab, each way, from/to the airport.

Program Questions: Robert (Bob) Lane, MA
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